

ORDER

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1100.83C

9/24/87

SUBJ: USE AND PREPARATION OF DETERMINATION ORDERS

1. PURPOSE. This order revises the established standards governing the use and preparation of determination orders, which are a device for documenting specific arrangements to implement organizational changes.
2. DISTRIBUTION. This order is distributed to the division level in Washington, regions, and centers.
3. CANCELLATION. Order 1100.83B, Use and Preparation of Determination Orders, dated September 23, 1974, is canceled.
4. EXPLANATION OF CHANGES. This revision:
 - a. Updates the organizational titles and routing symbols of offices responsible for processing determination orders.
 - b. Contains new criteria for preparing the determination order.
 - c. Deletes social security numbers from the position change listing, as the numbers are no longer required.
 - d. Replaces the term staffing identification number with the term budget number.
5. USE OF DETERMINATION ORDERS.
 - a. Mandatory Use. A determination order is required to implement transfers of personnel, positions, funds, and other related resources resulting from Washington organizational changes. For purposes of this directive, Washington organizational changes requiring use of a determination order are those involving transfers between or among two or more offices or services, or between the Washington headquarters and the regions or centers.
 - b. Budgetary, Accounting, and Personnel Actions. The servicing budget, accounting, or personnel organizations involved shall not process actions on such transfers unless the actions are supported by an approved determination order.
6. FORMAT. Use Appendix 1, Sample Determination Order, as a guide in preparing a determination order.
7. PREPARATION OF DETERMINATION ORDERS.
 - a. Interoffice determination orders are prepared for the signature of the Associate Administrator for Administration, AAD-1. This action is taken subsequent to the final approval of the organizational change.

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b. The element responsible for preparing the determination order is designated by the Associate Administrator for Administration. FAA Form 1300-2, Clearance Record, is recommended for use as the coordination control document.

c. The gaining and losing organizations are responsible for cooperating with the element preparing the determination order by furnishing necessary input data, including accounting classification codes, budget numbers, other identifying information found in appendix 1, and for obtaining their own internal coordination and approval. Each gaining and losing organization specifies its liaison person for each organizational change.

d. Coordination shall include, at a minimum:

(1) For transfer affecting the Washington headquarters only, the gaining and losing organizations; the headquarters Human Resource Management Division (AHR-100), Personnel and Technical Training (APT-1), the Acquisition and Materiel Service (ALG), and the Offices of Budget (ABU), Accounting (AAA), and Management Systems (AMS).

(2) For transfers between the Washington headquarters and the regions or centers, the gaining and losing organizations; the servicing budget, personnel, accounting, and property management organization; and the Office of Management Systems.

e. Determination orders are numbered serially by fiscal year. The Office of Management Systems, the Organizational Analysis Branch (AMS-530), assigns these numbers.

f. The effective date of determination orders shall coincide with either the first day of the fiscal year, the first day of a quarter, or the first day of a pay period following date the determination order is signed by the approving official.

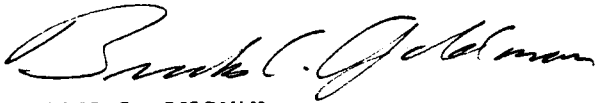
g. Copies of each determination order are furnished to the gaining and losing organizations and the budget, personnel, accounting, and property management organizations concerned. The original signed copy and supporting papers are filed with the Office of Management Systems (AMS-530).

8. INTER AND INTRAREGIONAL AND CENTER CHANGES.

a. Interregional and Center Changes. If the document approving a transfer between regions and/or centers does not specify that a determination order is required, the heads of the gaining and losing regions and/or centers shall decide jointly the documentation necessary to meet personnel, budgetary, accounting, property management, and other requirements. If the approving document requires a determination order, the order shall be prepared by the losing organization and shall be signed by the heads of the gaining and losing organizations. The format and coordination should be patterned after that described in paragraphs 6 and 7.

b. Intraregional and Center Changes. The regions and centers may, at their discretion, establish similar patterns for issuing determination orders pertaining to changes involving, and limited to, transfers between or among elements under their line direction.

9. INTRAOFFICE AND INTRASERVICE CHANGES. Washington offices and services may, at their discretion, use determination orders for intraorganizational changes to implement transfers of personnel, positions, funds, and other related resources. Intraoffice or service determination orders should be prepared for the signature of the official authorized to approve the organizational change. FAA Form 1300-2, Clearance Record, is suggested for use as the coordination control document.



BROOKS C. GOLDMAN
Associate Administrator
for Administration

APPENDIX 1. SAMPLE DETERMINATION ORDER

This appendix contains a sample of a determination order. Other appropriate determinations may be added in numerical sequence if needed. They should be equally specific and concise.

No. 87-

(Briefly state what the organization change is. Cite the directive, if any, authorizing the change.)

Subject: Transfer of the Filament Branch of the Light Bulb Division, Office of Electrical Service.

This determination order implements Order 1100.2B CHG XY, Organization - FAA Headquarters, issued March 5, 1987. Positions, personnel, funds, and resources associated with the Filament Branch, Light Bulb Division, are transferred to the Electromagnetic Radiation Branch, Fluorescent Tubes Division.

The following determinations have been made:

1. Five permanent budgetary positions, as well as funds, are transferred.
2. Records, equipment, and other resources used by the functions are transferred. (Where appropriate, attach a separate sheet to show specific items transferred.)
3. The Position Change Listing contains all personnel and positions transferred, irrespective of budgetary authorizations. (Sample listing on page 2 of this appendix.)
4. The transfer is effective March 29, 1987 (beginning date of a pay period).
5. Costs of positions transferred, and other related costs, shall continue to be funded by the programs from which transferred, through March 31, 1987 (end of a fiscal quarter).
6. The disposition of current and any prior year financial data related to the functions transferred shall be as follows:

(NOTE: Coordinate determination of such disposition with the Offices of Budget and Accounting. If it is determined that financial data are to be transferred from the losing to the gaining organization, provide distribution criteria for other than personal services.)

APPENDIX 1. SAMPLE DETERMINATION ORDER

APPENDIX TO DETERMINATION ORDER NO. _____

GAINING ORGANIZATION: OFFICE OF ELECTRICAL SERVICE
FLOURESCENT TUBES DIVISION

Position Change Listing

EMPLOYEE NAME	CLASSIFICATION TITLE	SERIES, GRADE, POSITION DESCRIPTION NUMBER, OLD BUDGET NO.	LOSING ORGANIZATION ACCT'G CLASSIFICATION	GAINING ORGANIZATION ACCT'G CLASSIFICATION	NEW BUDGET NUMBER
Storm, Mark R.	"	GS-855-9 WA-3901 09-4791-1-A	"	"	09-4748-1-A
Fix, J. John	"	GS-855-9 WA-3902 09-4792-1-A	"	"	09-4749-1-A
Hunter, Daniel T.	"	GS-855-7 WA-3902 07-4793-1-A			074750-1-A
Ross, T. Jane	Secretary	GS-318-5 WA-4210 03-4801-1-A	"	"	03-4770-1-A

NOTE: This format contains the basic information needed to prepare required personnel actions. However, in each case, the responsible element should first check the Position Change Listing with its personnel organization. In some cases, additional information is required. The Position Change Listing is intended for internal administrative use and not as a record of personnel actions in list form in lieu of Standard Form 50, Notification of Personnel Action. The budget number is shown on Form 1412 Part IV, Staffing Authorization and Chart. The accounting classification consists of a series of appropriation, limitation, cost center, and fiscal program codes.

